

City of Lynchburg
Procurement Division
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**Addendum for Request for Proposal
Electric Arc Flash Hazard Analysis of all Lynchburg City Schools and Support Facilities**

2016-069

Date: 05/25/2016
From: Lisa Moss, Buyer VCA
RE: Addendum No. 3

This Addendum supplements and amends the original Plans and Specifications and shall be taken into account in preparing proposals and shall become a part of the Contract Documents. The Offeror shall indicate receipt of this Addendum and all previously issued Addenda on the Title Page.

- 1) Who performed the last Arc Flash Analysis and when was that performed?
No Analysis has been previously done.
- 2) When visiting site will I be escorted by one escort for all sites are will the sites have different escorts?
We have three electricians. Any one of the three could be your escort.
- 3) Does proposer have to provide a complete proposal with the five Phases included with pricing?
See section IV (page 6) of RFP for instructions for proposals. Item G. in this section about pricing is being deleted.
- 4) In the RFP document provided Phase I indicated that drawings may not be used as the basis of the assessment, however in order for us to provide a proposal with all five phases included we need to use one line diagrams as reference to start and provide an estimate for pricing. If drawings cannot be provided or used, we can definitely provide a data collection proposal day rate to gather all the information needed to complete the other stages and submit additional proposals regarding the next Phases.
Electrical drawings, as well as any other documentation required, that LCS has available will be available to the selected vendor.
- 5) Will a licensed electrical contractor be required to perform field work associated with the Arc Flash Data Collection? If so, will the respondent to this RFQ required to identify the licensed electrical contractor as part of the submission?
A licensed electrical contractor may be used to assist in the Arc Flash analysis to assist with opening equipment. Data collection is to be done by the selected vendor. Identification of the electrical sub-contractor is not required for proposal submission.
- 6) The answer to Addendum No. 1, Question 2 states in part that “the RFP does not call for any pricing to be provided in the proposal and pricing is not included in the evaluation criteria.” While the evaluation criteria in Part V doesn’t reference pricing, Part IV, Paragraph G requires hourly rates, other direct costs, and an estimated overall fee for services. This requirement seems to be in conflict with your answer to question 2. Can you clarify what the City’s expectations are?
No pricing is to be included with proposal responses.
- 7) In Part IV (evaluation criteria), the third item is “Proposed alternatives that exceed the requirements of this RFP.” Can you explain this item further? The scope of the Arc Flash Hazard Analysis seems to be quite well-defined.
If a proposer wishes to include in their proposal services that are beyond, or in addition to, those required in the RFP, they are welcome to do so.
- 8) In Part II (General Information & Objective), Quality Assurance bullet 3, the RFP states that “no subcontracted personnel are permitted for this contract.” Also in Part II, Phase I, the RFP notes in part that “the LCS employee will not be used to obtain data, only to help provide entry.” Our

approach for projects of this type is for engineering staff to perform field data collection, accompanied by sub-contract electricians who remove and replace equipment covers to allow our engineers to obtain the data needed for system modeling. Could you clarify whether our method of using sub-contract electricians will disqualify our firm from submitting a proposal under the terms of the City's RFP?

The process, as stated above, is acceptable.

- 9) I just have a quick question. On section IV subsection F you ask for qualifying statement from VSCC would that be the same as a good standing statement?

Yes.

- 10) In several locations, the RFP states that **no** subcontracted engineers/personnel are permitted (p. 3 under both Phase I and Phase II and p. 5 under Quality Assurance). However, Proposal Preparation on p. 7 asks for "Size of firm (denotes partnerships or subcontractors necessary to facilitate full service scope)". **Question:** These statements are contradictory. Are subcontractors allowed? An MEP design firm would typically need to hire an electrician to open panels. Can offerors include a subcontractor such as an electrical contractor for this purpose?

Yes.

- 11) Page 2, requirement D: States that the City reserves the right to award contracts to multiple Offerors. **Question:** Is the intent to hire one firm or multiple firms or will this be determined at a later date?

The intent is to award the contract to one firm.

- 12) Page 2, requirement D: "The City reserves the right to contract with firms not party to the resultant contract for similar work if it determines this to be in their best interest." **Question:** Is this allowable per the Virginia public Procurement Act or similar regulations?

Yes

- 13) Page 5, Quality Assurance: "The selected vendor shall utilize engineers and technicians that are experienced and regularly performed electrical power system testing." **Question:** Is this requirement applicable to this proposal? There are no electrical testing requirements in any of the project phases. **The intent of this requirement is to assure that the personnel doing the analysis are trained and experienced in working in energized equipment.**

- 14) Page 7, requirement G.: "...provide an estimated overall fee for services." **Question:** The Virginia Public Procurement Act states that RFPs for professional services shall not request that offerors furnish estimates of man-hours or cost for services. Will the City exclude this request for hourly rates, a nonbinding estimate, and final cost for services? (See [http://law.lis.virginia.gov/vacodepopularnames/virginia-public-procurement-act/.](http://law.lis.virginia.gov/vacodepopularnames/virginia-public-procurement-act/))

No pricing information is to be included in the proposal responses.

- 15) Page 7, section V: "Proposed alternatives that exceed the requirements of this RFP?" **Question:** What does this mean? Alternatives are not requested in the RFP. Does the City have an example of "alternatives" to this scope of services?

This allows firms to propose services, expertise, etc. that are "value added", beyond the scope of the RFP

- 16) Is there a schedule and/or an estimated completion date for this work?

No. The schedule will be negotiated with the selected vendor.

- 17) Will electrical drawings be provided to selected offeror(s) before fee negotiations? Existing drawings will be required prior to furnishing a proposal price.

Yes.

- 18) Will the City of Lynchburg (Lynchburg City Schools – LCS) be able to provide source impedances and/or fault currents at each facility delivery point? Delays in receiving this information will directly affect completion of arc flash analysis. If not, cost for obtaining this information will be included in our proposal. Who is the power provider to each facility?

AEP is the power provider. The vendor will need to contact AEP directly to get this information.

- 19) Does LCS have preference on software package used (ie. SKM-PTW)? Who will maintain the models after study completion? NFPA 70E requires system/hazards analysis to be updated at minimum every 5 years.

LCS has no preference on format. LCS will maintain the models

20) Although LCS states “No subcontracted personnel are permitted for this contract”...will LCS accept a bid in which our sister company, owned by the same parent company, and is an electrical construction contractor qualified for hot electrical work is allowed to complete the effort of opening energized panels during the data acquisition phase? An engineer licensed in Virginia will be present to certify all data collected.

Yes. The sister company can provide the labor for opening panels. Data collection is to be done by the primary contractor’s in house staff.

21) Roughly how many personnel will attend each training session? This can affect duration and material preparation. Will training be held at each individual facility or in a centralized location?
The training program will be developed with the input of the selected vendor.

22) The RFP states that any electrical engineer working on the project is required to be a professional engineer. We do have licensed PE’s for the State of VA who would oversee a team of electrical engineers who are qualified but not everyone has a PE. Is it safe to assume that we can allow non professional engineer resources to work on the project as long as they are overseen by a registered PE in the state of VA?

Yes.

23) Engineers are not typically qualified to work on electrical equipment while it is energized. This would require a licensed electrician. Since no subcontracted employees are to be used, this means we (or any other professional group) would need to hire an electrician as an employee of the company. Please confirm that this is the intent.

The stipulation that no subcontractors can be used has been changed. Subcontracted electricians may be used to access equipment.

24) Has the equipment been maintained in accordance with NFPA 70B? If not, the equipment covers should not be removed while equipment is energized.

LCS cannot confirm this at this time

25) NFPA 70E forbids electrical work (including removing covers) while equipment is energized, unless the loads are of a critical nature. I’m not sure schools would qualify. Please confirm that equipment can be de-energized to allow for field investigation.

Scheduling of work on de-energized equipment will be negotiated with the successful vendor.

26) Are there one-line diagrams available for each facility? Site Plans?

Most of our facilities have one line diagrams and site plans, but not all.

27) Are there accurate floor plans available for each facility? This will be necessary for cable length estimates.

Yes.

28) There are 3 versions of NFPA 70E that are newer than the 2004 version. The terminology has changes and the level/category designations have changed. Please confirm we are to use the 12 year old version of NFPA 70E.

The most recent version of NFPA 70 E is to be used.

29) REVISION TO RFP REQUIREMENTS:

NO PRICING IS TO BE INCLUDED IN THE PROPOSORS RESPONSE.

QUESTIONS ABOUT THIS PROPOSAL REQUEST ARE TO BE SUBMITTED NO LATER THAN JUNE 9, 2016 AT 9:00 AM. QUESTIONS ARE TO BE SUMMITTED VIA EMAIL TO LISA.MOSS@LYNCHBURGVA.GOV.

RESPONSES SHALL BE LIMITED TO NO MORE THAN 20 PAGES EXCLUDING THE COVER AND ALL ADDENDA BUT INCLUDING ALL OTHERS.

30) Who is the power provider?

AEP

31) Is the contractor responsible for contacting the Power Provider directly?

Yes.

32) Addendum #1 Question #9 : We recommend 3 Phase Panel Boards instead. Will LCS agree to that?

Yes.

- 33) Does LCS allow work to be done on hot equipment?
Yes, providing all safety procedures and precautions are observed.
- 34) Are there any provisions to include a maintenance contract at the end of the study?
No.
- 35) Is there any equipment in public areas? Are there any issues with accessing any equipment?
There maybe equipment in public areas. LCS will work with the vendor to assure accessibility.
- 36) What is the LCS policy for contractors working onsite?
All onsite workers will have to have an istant background check when first coming on a site. Subsequent visits require check in at the main office.
- 37) Will LCS employees be pulling covers?
No.
- 38) Please clarify the LO/TO needs ...training/procedures etc.
LO/TO training for electrical safety only.
- 39) Who is responsible for affixing the labels? Can a subcontractor be used?
The prime contractor will need to affix labels. LCS views this as the contactors certification of their work.
- 40) Are there any maintenance records available?
No.
- 41) Do you require a VA PE?
Yes.
- 42) Will LCS allow a firm to utilize a licensed engineer to oversee the project and be onsite for data collection but use a subcontractor for the work?
Subcontractors may only be used for accessing equipment.
- 43) Does LCS want the data files?
Yes.
- 44) In the pre-proposal meeting this morning, it was stated that an engineering firm could hire an electrical contractor to assist in opening panels for data collection. Will you require information and qualifications on our proposed contractor in the proposal?
This information is not required for the proposal. However, the selected vendor will be required to supply this information prior to work commencing.
- 45) Must the PE be on site during the data collection phase?
Yes. However, alternate methods of performing the Arc Flash Analysis are allowed for consideration under the evaluation criteria. Final methodology for performing the Analysis will be negotiated with the selected vendor.